

Civil Air Patrol National Board Minutes



**18-19 August 2005
St Louis MO**

18-19 August 2005

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OPEN SESSION

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The minutes were approved at the National Board Meeting in March 2006.

CIVIL AIR PATROL
NATIONAL BOARD MEETING MINUTES
18-19 August 2005
St Louis MO

OPEN SESSION

CALL TO ORDER Brig Gen Antonio J. Pineda, CAP
INVOCATION..... Ch, Col Charles E. Sharp, CAP
PLEDGE OF ALLEGIANCE Col Larry D. Kauffman, CAP
ROLL CALL Mr. Don Rowland, HQ CAP/EX

NATIONAL COMMANDER REMARKS Brig Gen Antonio J. Pineda, CAP
EXECUTIVE DIRECTOR REMARKS Mr. Don Rowland, HQ CAP/EX
SENIOR AIR FORCE ADVISOR REMARKS Col George Vogt, USAF
SAFETY BRIEFING Col Davis R. Bonner, CAP

NATIONAL BOARD

The National Board is comprised of the National Commander, Senior Air Force Advisor (also Commander, CAP-USAF), National Vice Commander, National Chief of Staff, National Finance Officer, National Legal Officer, National Controller, National Inspector General, National Chief of Chaplains Services, the 8 region commanders, and 52 wing commanders.

NATIONAL OFFICERS

*Brig Gen Antonio J. Pineda, CAP	National Commander
*Col George Vogt, USAF	Senior AF Advisor
*Col Larry D. Kauffman, CAP	Nat'l Chief of Staff
*Col Donald B. Angel, CAP	Nat'l Finance Officer
*Col Theodore R. Chavez, CAP	National Legal Officer
*Col George M. Boyd, CAP	National Controller
**Col William S. Charles, CAP	National Insp. General
**Ch, Col Charles E. Sharp, CAP	Chief Chap. Services

MIDDLE EAST REGION

*Col Charles S. Glass, CAP	Region Commander
Col Russell M. Opland, CAP	Delaware
Col Kathryn J. Walling, CAP	Maryland
Col Jane E. Davies, CAP	National Capital
Col Larry J. Ragland, CAP	North Carolina
Col Saul H. Hyman, CAP	South Carolina
Col Richard L. Moseley, CAP	Virginia
Col Rodney F. Moody, CAP	West Virginia

NORTHEAST REGION

*Col Richard A. Greenhut, CAP	Region Commander
Col James E. Palmer, CAP	Connecticut
Col Mitchell P. Sammons, CAP	Maine
Col Frederick B. Belden, CAP	Massachusetts
Col Margie L. Sambold, CAP	New Hampshire
Col Robert Diduch, CAP	New Jersey
Col Austyn W. Granville, Jr., CAP	New York
Col M. Allen Applebaum, CAP	Pennsylvania
Col Anthony L. Vessella, Jr., CAP	Rhode Island
Col Ann B. Clark, CAP	Vermont

GREAT LAKES REGION

*Col William W. Webb, CAP	Region Commander
Col Maurice Givens, CAP	Illinois
Col Charles H. Greenwood, CAP	Indiana
Col Henry L. Heaberlin, CAP	Kentucky
Col Gary J. Mayo, CAP	Michigan
Col Charles L. Carr, CAP	Ohio
Col Clair D. Jowett, CAP	Wisconsin

SOUTHEAST REGION

*Col Matthew R. Sharkey, CAP	Region Commander
Col John E. Tilton, CAP	Alabama
Col Joseph J. Martin, CAP	Florida
Col Charles D. Greene, CAP	Georgia
Col John B. Wilkes, CAP	Mississippi
Col Herman Liboy, CAP	Puerto Rico
Col James M. Rushing, CAP	Tennessee

ROCKY MOUNTAIN REGION

*Col Glyndon Scott, CAP (proxy)	Region Commander
Col Donald G. Cortum, CAP	Colorado
Col James E. Fletcher, CAP	Idaho
Col Jan E. Van Hoven, CAP	Montana
Col Russell E. Chazell, CAP	Utah
Col William R. Morton Jr., CAP	Wyoming

NORTH CENTRAL REGION

*Col Rex E. Glasgow, CAP	Region Commander
Col Ralph Tomlinson, CAP	Iowa
Col Bernard F. King, CAP	Kansas
Col Stephen G. Miller, CAP	Minnesota
Col Joe E. Casler, CAP	Missouri
Col Steven W. Kuddes, CAP	Nebraska
Col K. Walter Vollmers, CAP	North Dakota
Col B. T. Marking, CAP	South Dakota

PACIFIC REGION

*Col Merle V. Starr, CAP	Region Commander
Col Robert L. Brouillette, CAP	Alaska
Col Virginia M. Nelson, CAP	California
Lt Col Thomas Berhm, CAP (proxy)	Hawaii
Col Dion E. DeCamp, CAP	Nevada
Col Theodore S. Kyle, CAP	Oregon
Col Ernestus S. Schnabler, CAP	Washington

SOUTHWEST REGION

*Col Thomas L. Todd, CAP	Region Commander
Col John J. Varljen, CAP	Arizona
Col Reggie L. Chitwood, CAP	Arkansas
Col Rodney W. Ammons, CAP	Louisiana
Col Frank A. Buethe, CAP	New Mexico
Col Joe R. Smith, CAP	Oklahoma
Col Robert F. Eldridge, CAP	Texas

*Voting Members of National Executive Committee	15
** Non voting members of National Executive Committee	2

OTHER CORPORATE OFFICIALS

Mr. Don R. Rowland
Mr. Mark H. Richardson, III
Mr. William R. Bean, Jr.
Ms. Susan K. Easter
Mr. John A. Salvador
Mr. John F. Dean, Jr.
Mr. Stanley H. Leibowitz
Mr. James E. Shea

Acting Executive Director
Senior Director, Strategic Comm. & Plans
Acting Director, Leadership Development
Chief Financial Officer
Director, Operations
Director, Logistics & Mission Support
General Counsel
Director, Strategic Partnerships

AGENDA ITEM 1

XP

Action

**SUBJECT: Approval of March 2005 National Board Minutes
CAP/NLO – Col Chavez**

INFORMATION BACKGROUND:

The March 2005 National Board minutes were distributed in draft form for review by the National Board members.

PROPOSED NATIONAL BOARD ACTION:

That the National Board vote to approve the minutes of the March 2005 National Board meeting.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

COL GREENHUT/NER MOVED and COL GREENWOOD/IN seconded a motion to approve the minutes of the 4 – 5 March 2005 National Board Meeting in Washington, DC.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Remove DRAFT from the front cover and reprint.

AGENDA ITEM 2

GC

Action

**SUBJECT: CAP National Commander Election
CAP/NLO – Col Chavez**

INFORMATION BACKGROUND:

Per the Civil Air Patrol *Bylaws*, Section 10.2, in the event of the absence or incapacity of the National Commander, the National Vice Commander exercises any and all authority reserved for the National Commander until such time as a new National Commander is duly elected or until the National Commander is no longer absent or incapacitated. With a vacancy in the position of National Commander, it is necessary to duly elect a new National Commander.

PROPOSED NATIONAL BOARD ACTION:

That the National Board conduct an election for the office of National Commander.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

COL CHAVEZ/NLO referred to the vacancy in the Office of the National Commander and stated that, according to the Constitution, there would normally be a 90-day period prior to the election for candidates to file. He stated that since the resignation of the National Commander occurred after the 90th day cut-off, there are no filings; however, nominations may be made from the floor. Prior to opening nominations from the floor, Col Chavez read the previously approved election procedure.

COL TODD/SWR NOMINATED and COL WEBB/GLR seconded the nomination of Brig Gen Antonio J. Pineda.

There were no further nominations from the floor.

BY A MAJORITY VOTE, Brig Gen Antonio J. Pineda was elected National Commander for a 3-year term of office.

AGENDA ITEM 3	GC	Action
SUBJECT: CAP National Vice Commander Election		
CAP/NLO – Col Chavez		

INFORMATION BACKGROUND:

Per the Civil Air Patrol *Constitution*, Article XII, the National Vice Commander is elected annually.

PROPOSED NATIONAL BOARD ACTION:

That the National Board conduct an election for the office of National Vice Commander.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

COL CHAVEZ/NLO stated that the same election rules applied to the election of the National Vice Commander. Also, the Constitution allows for a filing period to be closed 90 days prior to the election. The only individual having filed for that position is Brig Gen Pineda and that filing is now moot. Col Chavez opened nominations from the floor.

COL GLASS/MER NOMINATED and COL WEBB/GLR seconded the nomination of Col Rex E. Glasgow, Commander, North Central Region.

COL VARLJEN/AZ NOMINATED and COL ELDRIDGE/TX seconded the nomination of Colonel Thomas L. Todd, Commander, Southwest Region.

COL APPLEBAUM/PA NOMINATED and COL GRANVILLE/NY seconded the nomination of Colonel Andrew E. Skiba, Director, Homeland Security Group.

BY MAJORITY VOTE, Col Rex E. Glasgow was elected National Vice Commander.

AGENDA ITEM 4

LG

Action

**SUBJECT: Ratification of Regulations
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

Constitution Article XX, requires that, in the normal course of events, regulations shall be adopted and maintained by the National Commander and shall be ratified by a majority vote of the National Board.

The following is a list of regulations for possible ratification:

CAPR 70-1 *CAP Acquisition Regulation*

CAPR 173-2 *Financial Procedures for CAP Regions and Wings*

PROPOSED NATIONAL BOARD ACTION:

That the National Board vote to ratify the proposed regulations.

ESTIMATED FUNDING IMPACT:

Cost of printing and distribution.

CAP NATIONAL HEADQUARTERS' COMMENTS:

These regulations are completed and staffed or are expected to be prior to the National Board meeting. CAPR 173-2 had the 60-day comment period waived to 30 days at the direction of the National Commander.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

All CAP regulations listed above.

NATIONAL BOARD ACTION

1. CAPR 70-1, CAP Acquisition Regulation

COL KAUFFMAN/CS MOVED and COL TODD/SWR seconded that the National Board ratify CAPR 70-1, *CAP Acquisition Regulation*.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Publication and distribution of regulation.

2. CAPR 173-2, Financial Procedures for CAP Regions and Wings

COL ANGEL/NFO MOVED and COL BOYD/NC seconded that the National Board ratify CAPR 173-2, *Financial Procedures for CAP Regions and Wings* as modified by the Finance Committee.

In response to a question, MS. EASTER/FM stated there were only two minor changes: (1) Level Two violations statement was changed to read that region commanders would be the approving authority, and (2) some minor wording changes.

The following additional changes were made by the National Board:

COL OPLAND/DE MOVED and COL DAVIES/NAT CAP seconded that the second sentence of paragraph 10 read as follows: **"In order to use credit cards, each region/wing will establish, in writing, a credit card usage and approval policy."**

MOTION CARRIED WITH NO DISSENTING VOTES

COL MARTIN/FL MOVED and COL SHARKEY/SER seconded that the following second sentence be added to Paragraph 17.e. **"This restriction may be waived by the region commander."**

COL CHARLES/IG strongly cautioned against changing the language which was specifically added to avoid fraud, waste, and abuse. If the data files are taken off that system and re-uploaded, the internal controls will be lost.

MOTION FAILED WITH NO DISSENTING VOTES

COL OPLAND/DE MOVED the following two changes, in the interest of paperwork reduction: (1) Paragraph 4, first sentence, delete the words "each year," and (2) Paragraph 5.f. change to read: **"All financial policies will be reviewed by the finance committee during the first quarter of each fiscal year."**

MOTION FAILED DUE TO LACK OF A SECOND

COL MILLER/MN MOVED and COL KAUFFMAN/CS seconded that the third sentence of paragraph 4.h. be changed as follows: delete: “by the end of the succeeding month,” and add: “within 45 days.”

MOTION CARRIED WITH NO DISSENTING VOTES

COL MARTIN/MN MOVED and COL GRANVILLE/NY seconded that a third sentence be added to paragraph 18, to read: “However, if no response is received from NHQ CAP/FM and CAP-USAF/FM within 60 days, the supplement is approved.”

There was a suggestion that what pertains to this regulation applies to all CAP regulations and supplements and it was recommended that this proposal be addressed in New Business.

MOTION WAS WITHDRAWN

COL MARKING/SD MOVED and COL OPLAND/DE seconded that paragraph 4.h. be changed to allow the wing financial assistant visit to substitute for one of the quarterly internal financial reviews.

There was discussion on the value of having the internal financial reviews conducted by financial staff in the field.

MOTION WAS WITHDRAWN

MOTION TO RATIFY CAPR 173-2, AS CHANGED, CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: National Headquarters (1) notification to the field, (2) make regulation changes, and (3) printing and distribution of revised CAPR 173-2.

AGENDA ITEM 5	LG	Action
SUBJECT: Clarification of “Transfer of Property Responsibility Statement”		
CAPR 67-1		
TX Wg/CC – Col Eldridge		

INFORMATION BACKGROUND:

Currently, CAPR 67-1, *CAP Supply Regulation*, para 2-1f is not clear whether a transfer of property responsibility statement is required or a unit Personnel Authorization (PA) is required to be filed within the Supply Officer appointment folder. “CAPR 67-1, paragraph 2-1f states: “Supply officer appointment folder A folder will be established for filing of the unit supply officer transfer of proper responsibility or unit Personnel Authorization (PA) listing the individual as supply (or logistics) officer. The unit, group, wing, and LO will establish a folder for each subordinate unit.”

Based on CAPR 67-1 Attachment 23, CAP Wing Survey Audit Checklist, item 4a, states: “Are copies of all supply officer appointments with transfer of property statement in remarks block (CAPF 2a) on file? (CAPR 67-1, Chapter 2, Paragraph 2-1f.)” and Attachment 24, CAP Unit Survey Audit Checklist, item 3a, states: “Are copies of supply officer appointments (CAPF 2a) on file? Transfer of property statement must be completed. (CAPR 67-1, Chapter 2, Paragraph 2-1f.)” It’s understood both documents are required.

Therefore, it has become expected a CAPF 2a or a unit PA, along with a statement of Transfer of Property Responsibility statement must be filed in the Supply officer appointment folders of all units no matter if a unit has property or not. In addition, this statement is either on the CAPF 2a or on a separate sheet of bond paper to be filed within the supply officer appointment folder. In the past 4 years, our volunteer members have spent several hundreds of hours completing and tracking down “Transfer of Property Responsibility Statements.” If not on file, the annual Unit Survey Audit or Compliance Inspection will document this as a discrepancy within the respective reports.

The Transfer of Property Responsibility Statements are only required when a change of supply officers takes place within a unit having property. Once an inventory is completed, the statement is then annotated on the S-3 report and filed within the S-3 report and transaction register file as per CAPR 67-1 para 3-2 and para 2-1c.

Therefore, we believe it was never intended to maintain a separate Transfer of Property Responsibility Statement within the supply officer appointment folder or having units to create and maintain this statement even if the unit has no property.

PROPOSED NATIONAL BOARD ACTION:

That the National Board vote to approve the following changes to CAPR 67-1, *CAP Supply Regulation*:

1. Paragraph 2-1f recommend change to reflect: "Supply officer appointment folder A folder will be established for filing of the CAPF 2a, Request for and Approval of Personnel Actions or a unit Personnel Authorization (PA) listing the individual as supply (or logistics) officer. The unit, group, wing and LO will establish a folder for each subordinate unit."
2. Attachment 23, CAP Wing Survey Audit Checklist, item 4a, recommend change to reflect: "Are copies of all supply officer appointments (CAPF 2a) or Personnel Authorization on file? (CAPR 67-1, Chapter 2, Paragraph 2-1f.)"
3. Attachment 24, CAP Unit Survey Audit Checklist, item 3a, recommend change to reflect: "Are copies of supply officer appointments (CAPF 2a) on file? (CAPR 67-1, Chapter 2, Paragraph 2-1f.)"

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The purpose of the Transfer of Property Responsibility Statement is to ensure the incoming supply officer receives an accurate accounting of all unit property from the outgoing supply officer. The CAPF 2a, *Request for and Approval of Personnel Action*, or Unit Personnel Authorization (PA) appoint an individual to the supply officer position. LG recommends Transfer of Property Responsibility be maintained within the supply files and the CAPF2a or PA be maintained in the unit's membership files. The upcoming version of CAPR 67-1, *Supply Regulation*, will correct this issue.

CAP-USAF HEADQUARTERS' COMMENTS:

Comments pending a more thorough review of the regulations in question.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

CAPR 67-1, *CAP Supply Regulation*.

NATIONAL BOARD ACTION:

COL ELDRIDGE/TX MOVED and COL TODD/SWR seconded the PROPOSED NATIONAL BOARD ACTION

MOTION CARRIED WITH NO DISSENTING VOTES

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FOLLOW-ON ACTION: National Headquarters (1) notification to the field, (2) make regulation changes, and (3) printing and distribution of change to CAPR 67-1.

AGENDA ITEM 6

LM

Action

**SUBJECT: National Level Cadet Programs Officer of the Year Award
SER/CC – Col Sharkey**

INFORMATION BACKGROUND:

At the national level we currently recognize members who serve in various functional and operational areas. I feel that we should add to those awards by formally recognizing a senior member who has provided outstanding service and shown dedication in the Cadet Program that trains tomorrow's leaders.

PROPOSED NATIONAL BOARD ACTION:

That the National Board vote to approve the creation of a National level "Cadet Programs Officer of the Year." This award would then filter down through the command levels (Region, Wing, Squadron, etc.) to recognize senior members for their service to the Cadet Program at each level.

ESTIMATED FUNDING IMPACT:

The cost of plaques and announcements.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. Recognition for our hard working members is always a good idea. If approved, suggest the criteria mirror that of the Logistician or Communications Officer of the Year and be based on individual contributions to the success of the Cadet Program during the year. Unit nominations should be forwarded to the Wing and then to the Region so that 8 nominations are received at National Headquarters for consideration.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

Committee to review on 31 July. Comments will be posted on the web board.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates.*
CAPR 52-16, *Cadet Program Management.*

NATIONAL BOARD ACTION:

COL SHARKEY/SER MOVED and COL STARR/PCR seconded the PROPOSED NATIONAL BOARD ACTION with an addition that, with concurrence of his family, this award be named for John V. “Jack” Sorenson, one of the original founders of the current cadet program.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: National Headquarters (1) Obtain concurrence of the Sorenson family, (2) Implementation of policy and notification to the field, (3) make regulation changes, and (4) printing and distribution of changes to CAPR 39-3 and CAPR 52-16.

AGENDA ITEM 7	DO	Action
SUBJECT: Recognizing FAA Designated Pilot Examiners (DPEs) as CAP Check Pilots NY Wg/CC – Col Granville		

INFORMATION BACKGROUND:

For about the first three decades of the Civil Air Patrol history, the Federal Aviation Administration District Office Chiefs or their Flight Examiners were recognized as the primary evaluating resource for the CAP Check Pilot Program. CAP “Chief” Check Pilots are no longer required to be evaluated by the FAA to perform their duties. Further, the primary role of evaluation for pilot certification by the FAA has shifted from “employee” examiners to “private individual” Designated Pilot Examiners” (DPEs). In our CAP Flight Management, we recognize the DPEs as a highly qualified resource, but we do not provide appropriate qualification status when the DPE is concurrently a member and CAP pilot.

FAA Order 8710.3D “Designated Pilot and Flight Engineer Examiner’s Handbook” December 16, 2004 establishes the qualifications for designation as an Examiner and the annual and biennial flight review and course requirements to hold and renew the DPE rating.

Appropriately, our Flight Management Regulation allows a DPE to provide an annual CAPF-5 flight evaluation to CAP pilots, check pilots or check pilot “examiners”. The CAP items of the Form 5 (primarily oral) are reviewed by a CAP check pilot. No CAP course requirements or flight checks are required.

PROPOSED NB ACTION:

The National Board approve the appointment of CAP member FAA Designated Pilot Examiners as CAP check pilots with check pilot examiner status based solely on their FAA qualifications and currency.

ESTIMATED FUNDING IMPACT:

None.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-1, *CAP Flight Management*, is affected by this action. Specifically, Paragraphs 3-2.e. Check Pilot Qualification and 3-5., CAPF 5 Flight Checks.

CAP NATIONAL HEADQUARTERS COMMENTS:

CAP National Headquarters shares the same concerns as the Operations Committee. If this agenda item is adopted, highly recommend that DPEs be required to complete (as a minimum) the HQ CAP on-line course that explains how to administer and document a CAPF 5 check ride.

CAP-USAF HEADQUARTERS' COMMENTS:

In general, CAP-USAF supports this concept for CAP Form 5 checks. However, this proposal does not fully explain if there is intent for the DPE to perform CAP Form 91 checks. CAP-USAF reserves comment pending more detailed explanation of the actual changes to CAPR 60-1.

COMMITTEE RECOMMENDATION:

Committee does not concur with this proposal.

Rationale: A CAP check pilot must be aware of more than the FAA pilot requirements and the ability to demonstrate proficiency in an aircraft group. He must be familiar with CAPR 60-1 and how it applies to the overall program. A DPE certainly has the FAA qualifications and knowledge of the FAR's, but he has not necessarily met the NCPSC completion requirements that CAP check pilots must meet under CAPR 60-1, par 3.2 or be knowledgeable about the CAP flight program.

This is required to maintain standardization throughout the CAP flying program.

NATIONAL BOARD ACTION:

No action was taken on this item.

AGENDA ITEM 8	GC	Action
SUBJECT: Review of policies and procedures pertaining to access to and use of a collection of historical photographs NH Wg/CC – Col Sambold		

INFORMATION BACKGROUND:

Discussion and documentation on this issue is attached. The issue raises the following questions:

- Who is the legal owner of the photographic collection in question? CAP? or CAP Historical Foundation (CAPHF)?
- With what understanding/s were the photographs donated?
- Who has the right to set policy governing the use of this collection? Has this been delegated to CAPHF?
- Does the present arrangement between the CAP and the CAPHF serve the best interests of the CAP, the veterans who lived this history, the people who donated the photographs, the public that might have an interest in this history, or the people like historians, authors, journalists, documentary film producers and others who might carry this history to the public?
- Does it serve the best interests of the CAP to give preferential treatment on the use of the photographs to any organization (in this case, CAPHF) if that preferential treatment includes protecting the rights of CAPHF to operate in a way that excludes or impedes other efforts that would also conceivably benefit the CAP?

Please see attached for additional information:

Detailed discussion of the issue

Exhibit A: Letter of May 26, 2005 from Col. Stanley Leibowitz to Ms. Morfit of CAP2P

Exhibit B: Illustration: "Same Photo; Different Credits."

PROPOSED NATIONAL BOARD ACTION:

That the National Board vote to do these three things:

1. State if the collection of historic photographs now in the custodianship of the CAP Historical Foundation is legally owned by the CAP or CAPHF?
2. If legally owned by the CAP, to vote that the photographs should be made available conveniently and at a reasonable cost of reproduction and mailing to people working to get the CAP story out.
3. To release the photos reproduced on CD at 300 dpi immediately through me to the CAP2P, a project to preserve and promote the WWII history of the CAP and to celebrate the volunteer spirit it represents. The photos will be shared by that

organization and provided to museums and the media for use in a PR campaign centered around CAP's WWII history. They will, in other words, be widely shared for purposes of education and PR exposure—with photo credits.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

HQ suggests that this item be referred to the Historical Foundation Board for their consideration and recommend resolution.

CAP-USAF HEADQUARTERS' COMMENTS:

No Comment.

COMMITTEE RECOMMENDATION:

None. The Historical Foundation will review this during its meeting at the August National Conference.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION:

COL SAMBOLD/NH MOVED and COL SHARKEY/SER seconded that the National Board table this item until further information can be gathered.

MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES

FOLLOW-UP ACTION: Inclusion in a future agenda for consideration.

DETAILED DISCUSSION

Abbreviations: CAP = "Civil Air Patrol"
CAPHF = "Civil Air Patrol Historical Foundation"
CAP2P = "WWII Civil Air Patrol Preservation Project"

The Context

General Comment: This question arises within the context of recent events which I relate to illustrate the issues that need consideration. This is not intended as either a criticism or a referendum on the work of any organization or person. If the CAP has an arrangement with CAPHF that now raises some issues, I ask the CAP to examine this case with attention to the policy issues it raises, not to assess blame or judge any of the personalities involved.

These issues were surfaced by an organization that called itself "The WWII Civil Air Patrol Preservation Project." ["CAP2P" for short.] The co-founders of this organization are Lt. Col. Ray Lyon, Vice Commander of the New Hampshire Wing, and his friend, Spencer Morfit. Lt. Col. Lyon is retired USAF and has a 26 year career in new business development for a major defense contractor. Ms Morfit has 30 years' experience in corporate communications and marketing. Because Lt. Col. Lyon is my Vice Commander, because he introduced me to Ms. Morfit, and because I was working with the Project to place a Stinson 10-A from the Falmouth, MA, Coastal Patrol Base #18 that belonged to my late husband, I am well acquainted with both of them, the Project, and with these events.

The stated mission of CAP2P was "to preserve and promote the history of the Civil Air Patrol in WWII and to celebrate the volunteer spirit this history represents." They had a comprehensive, broad-based 5-year plan to accomplish this.

CAP2P had a list of about 30 museums nationwide, many of them quite large and significant. These museums committed in writing to make space available for a CAP display. These displays were to include a plane with a documented history of having flown in the CAP in WWII and interpretive materials. CAP2P planned to enroll the museums as local participants in a nationwide public relations effort to roll out over a period of five years.

For a lot of reasons, most of which had to do with conditions for successful fundraising, CAP2P arranged to operate under the 501 (c) (3) non-profit tax status of the Collings Foundation. Established in 1979, The Collings Foundation restores more planes than the Smithsonian, flies them to approximately 150 air events a year, and reaches an annual audience of 3 million people. They have the only B-24 bomber in flying condition in the world. The Foundation raises \$3 million annually for its budget and receives other substantial donations in the forms of skilled volunteer restoration services, volunteers to organize air shows locally, fuel discounts and supplies to maintain the aircraft.

CAP2P estimated that through the Collings Foundation and the museums combined, CAP2P would eventually reach an audience of 5 to 5.5 million people minimally and annually with the CAP story into the future. I say "minimally" because CAP2P had other plans that included things like the production of a documentary film, publication of a book, a press program, etc. They also anticipated that CAP wings and squadrons could use the Collings air events as recruiting opportunities.

A crucial element of the CAP2P plan was the one to enroll the museums as local participants in nationwide public awareness program. Ms. Morfit steadfastly believes that such collaboration results in a synergy that typically yields far greater results for everyone but requires a sharing of information, materials and sources. The plan's original execution would have meant that not only CAP2P but its constituencies (the museums, the media, etc.) would have wanted use of the photographs and would have had to work with a situation that was both idiosyncratic to the CAP and impractical.

Specifically, though CAP2P was conceived to be structurally and financially independent of the CAP, it did ask the CAP/CAPHF for access and use of a collection of historic photographs now in archival

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storage under the CAPHF. CAPHF proposed to make these photographs available to CAP2P for use in such

things as books, but began to speak in terms of arrangements like splitting the royalties. CAP2P found that both unusual and excessive for historic photos. Citing the fact that Mr. Steketee, CAPHF's Executive Director, is a part-time volunteer, CAPHF was also unwilling to make a commitment to make the photographs available in any particular time frame, though approximately 300 had been put in electronic form and easily could have been shared by copying onto CDs and CAP2P was willing to pay a reasonable (market) fee to cover the cost of reproducing and mailing these. As a result, the CAP2P was handicapped and could not make meaningful commitments to publishers, film producers, etc. Hence, CAP2P made an appeal to General Wheless who delegated the issue to the CAP's legal counsel, Col. Stan Liebowitz. I attach a copy of Atty. Liebowitz's response to Ms. Morfit [Exhibit A.] which I have to consider the CAP's official position.

Without going into a lot of details, I will also say that it was CAP2P's original plan to work collaboratively with CAPHF. CAPHF was initially very helpful to CAP2P. As the CAP2P gained momentum, CAP2P was openly sharing information with CAPHF. The point is that there was plenty of mutual benefit to be derived here.

The CAP's Official Position

CAP2P approached the CAP with two expectations. The first was that the CAP would—or would want to—handle the use of historic photographs in a manner similar to that of other organizations that have a significant history and items presumably donated by people who wanted to see that history shared. CAP2P assumed, in other words, that the CAP would want to get its history out on the grounds that it would help to create understanding and good will for the CAP and that the CAP would follow normal PR practice. The second assumption was that the CAP would welcome the CAP2P's project as but one opportunity to do just that. They have never pled a special case.

Col. Liebowitz's letter makes it unambiguously clear that those assumptions could not have been more mistaken. The following is the official CAP position:

- The CAP will support/protect the CAPHF and does not regard itself as having any obligation or interest in the activities of any outside organization that does not operate under the CAP's sponsorship or control as established through the CAP's board/s.
- The CAP regards CAP2P as posing a threat to the CAPHF and intruding upon the exclusive rights of CAPHF to execute programs.
- The CAP does not trust others to know how to do their work without some form of CAP supervision or review, even if that review has to come from volunteers who may not be available during normal working hours or knowledgeable about standard PR practices. Moreover, the CAP expects to exercise this right of review even over a program that is not financially supported by the CAP and runs under the aegis and supervision of an independent organization.
- The CAP defines as "commercial" any use of the photographs in any effort that generates revenues that do not directly benefit the CAP/CAPHF.
- Both the content and the tone of Col Liebowitz's letter are overtly hostile to CAP2P. Moreover, by virtue of the fact that they come from CAP's corporate counsel, this has made this entire matter a legal matter. The CAP is clearly trying to scare a poacher of its property. Unless I am missing something, this is inimical to public relations.

I would like to say the following four things about all this:

- First, I recognize that the CAP and/or CAPHF, as owners of historic photographs, has/have an indisputable right to control their use. Nevertheless, I think our present policies are irrational and counterproductive IF the CAP thinks the best possible use of the photographs is to educate and interest the public in CAP's history. I could be wrong—it wouldn't be the first time—but, to be

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frank, I cannot see that the CAP has done much here except to assert its indisputable right to shoot itself in the foot.

- Second, I think it is peculiar, subjective and counterproductive to define any effort that makes money that doesn't benefit the CAP as "commercial." I think the benefits of getting the CAP story out are greater than any benefits from the small income these efforts might generate and I fear the demand will discourage good effort. A portion of the photographs have already been used in *The Flying Minute Men*, or Louis Keefer's book *From Maine to Mexico*. Other organizations besides the CAPHF face the similar challenges to fund operating expenses but they do not do it in a way that undermines their fundamental mission. It was my understanding that the CAPHF's mission was also to preserve and promote the history of the CAP.
- If the *New York Times*, or CBS, or CNN wanted to use the photographs in a feature would CAP/CAPHF charge them? If Ken Burns wanted to do a documentary on the CAP, would CAP/CAPHF charge his operation for the use of the photographs? Would CAP/CAPHF charge the author of a history textbook who wanted to use them for educational purposes for which he/she would nevertheless make royalties? Or would the CAP/CAPHF decide that the "educational" opportunities and PR advantages were worth waiving any fees? If not, then I would like to know why CAP/CAPHF would charge CAP2P which might be the initiator of these contacts and opportunities? Or was CAP2P singled out for such treatment? Why would CAP/CAPHF define their efforts as any less "educational" or less geared toward PR exposure than others?

Or are we saying that the scope of the CAP2P Project makes them a special case/threat? In which instance, I would ask if the CAP/CAPHF are not in danger of being most difficult toward the projects that are most ambitious and might do the most good.

- Third, I would like to remind everyone assembled that the founders of the CAP were three people in publishing: Gill Robb Wilson, aviation writer for the *New York Herald Tribune*, Guy Gannett who owned a chain of newspapers and radio stations in Maine, and Thomas Beck of Collier-Crowell Publishing. I somehow doubt Gill Robb Wilson withheld his plans for the CAP as his intellectual property.

I would also like to say that I find the CAP's position particularly troublesome for the following reasons and in the context of the following facts, no matter how unpleasant to hear:

- For whatever reasons, the CAPHF has announced initiatives that have not come to fruition in eight years. Again, I say this without blame. We may simply be seeing some indication of what is realistic from part-time volunteers who have demanding jobs and family obligations.
- Recent CAP investments in public outreach have not brought the desired results.
- The CAP membership is falling.
- The CAP has no senior public awareness officer in place now to build and execute a program of much scope. In any case, if a program like CAP2P went forward it would free the CAP at HQ to design and execute a program that might focus on another area, perhaps membership recruitment.
- We keep hearing that the CAP is strapped for funds. If the CAP wants internal control of all such efforts, how will it staff and fund them?

Bottom line: I have given this a lot of thought and I simply don't see how the CAP's official position benefits us. It doesn't make sense to me.

As a result of the difficulties of working with CAP and CAPHF, and after consulting The Collings Foundation and legal counsel, CAP2P has regrettably but understandably decided it is necessary to forego any attempts to collaborate with the CAP/CAPHF. I believe the CAP has cut itself off from substantial benefits that would have been gained through co-operation. I think the CAP's loss is greater

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than CAP2P's. Though the use of the photographs would make CAP2P's work more complete and a little easier, others are coming forward with artifacts and documents and we now have a situation where there are two collection sources.

Some Other Implications

When our history is not getting out, I would like to argue that we miss a lot of opportunities and may never even be aware of all we are missing. For example, the Museum of Science and Industry in Chicago has the only U-boat on public display in North America. It has attracted 24 million visitors since it was installed in 1954. Recently, the U-boat was removed for complete restoration while a new 35,000 s.f. interior display space was built for it and it is, in fact, being opened on the day I write this memorandum. When Ms. Morfit called the Museum to inquire about interest in a plane, the curator of this exhibit knew absolutely nothing about the U-boat menace on our shores early in WWII and had never heard of the CAP, despite the fact that the "Smilin' Jack" cartoon was syndicated by *The Chicago Tribune* for 40 years and that there is other significant CAP history in Chicago. The exhibit was under construction with no room for a plane, not even a scale model, or any CAP information anywhere in the exhibit.

More examples:

- Tom Brokaw's book *The Greatest Generation* makes no mention of the CAP.
- Doris Kearns Goodwin's book about the Home Front in WWII, *No Ordinary Time*, makes no mention of the CAP.
- There is no mention of the CAP in the Smithsonian History of Aviation Series' 1959 biography of Hap Arnold by Dik Daso—and Arnold was a big supporter of the early CAP.
- A PBS documentary on the new WWII Memorial interprets the elements of the monument, juxtaposing them against the events of WWII, including the contributions of, for instance, Rosie the Riveters and Americans farmers, even people who collected string, foil, grease and cork for the war effort. There is no mention of the CAP.

Impact on Collection of Historic Items

I would like to argue that the way CAP/CAPHF is handling the photographic collection is also discouraging additional collection and/or creating a situation which will frustrate efforts to increase and complete any one central collection. CAP2P is beginning to collect items that will be scattered through their museums. CAP2P never intended to provide archival storage themselves. They planned to work with CAPHF on filling out a central collection first then giving items that are redundant or of more local than national importance to the museums. But they say they just can't risk exposing themselves or their constituencies to any more of our complications and that donors want to know they will be preserved and used. Increasingly other sources are making themselves available to CAP2P.

The Standards

The way the CAP/CAPHF is presently handling these rights issues is more akin to the way the law would protect the rights of the individual creator of a work of art to benefit from his/her production in reproduction. I would argue that is different from rights to a collection which was created and donated by a variety of people, gathered through people in official positions at the CAP (e.g. National Historian, National Archivist) and donated with the expectation they would be made publicly available, though it is reasonable and common to charge for reproducing the items in a suitable form and mailing costs.

However the CAP elects to handle these matters, the more usual way includes these elements:

- Those items that can be made public and may be reproduced are made easily available in a timely fashion. They are usually either downloadable from a website, or, if more are needed, they are copied onto CD and mailed at cost. Some identification or captioning is provided.
- Instructions for credits are made available with the photographs, usually with the specific language provided.

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- The owner of the photography does not generally make *ad hoc* decisions about the use of the photographs.
- The potential user is not asked to go through the legal department and wait weeks for a response.
- An outside contractor is not expected to have to involve him or herself in policy decisions that reside with the owner.

In addition, even the most responsible person trying to work with the CAP might have difficulty resolving the confusion around some of these rights issues because the CAP and CAPHF have muddied the waters. I submit Exhibit B [attached] as an example

Going Forward

Going forward, I would like to ask the Board to state who owns the photographs.

If CAP, is the legal owner of the photographs I would like to ask the Board to craft a policy that makes them available for minimal cost of reproduction and mailing, and/or over the web.

If CAP does not have the means to provide archival storage and staffing, I would like to suggest that the CAP explores making its collections available through something like the National Archives. Wright-Patterson does not have the staffing for these services and works through the National Archives.

There are many ways to approach this differently.

I would also like to ask the Board to vote to do the following things that might begin to repair the CAP's relationship with CAP2P. In any case, collaboration or no, the success of CAP2P will benefit the CAP

- Release the photographs to CAP2P for use in their program. Do not charge them more than a fee for reproduction and mailing costs. They have already lost money on legal fees, momentum and time on this issue.
- Understand the CAP2P will make the photographs available to the media and to the museums with credits. Do not try to restrict use. Understand that the greater the exposure the better for the CAP.
- Bless the CAP2P Project in writing and give the Project some assurance that the CAP is not going to be harassing the Project with legal matters.

EXHIBIT A: LEIBOWITZ LETTER

NATIONAL HEADQUARTERS

CIVIL AIR PATROL

UNITED STATES AIR FORCE AUXILIARY

MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

Col. Stanley H. Leibowitz, CAP 26 May 2005
General Counsel
Civil Air Patrol
105 South Hansell Street
Maxwell AFB, AL 36112-6332
Telephone 334-264-7152
Facsimile 334-265-4352
sleibowitz@cap.gov

Ms. Spencer Harris Morfit
Project Executive
P.O. Box 248
Stow, MA 01775

Dear Ms. Morfit:

I am in receipt of your lengthy letter of May 16, 2005 in which you ask minimal cooperation of the Civil Air Patrol in the Collings Foundation's project to preserve and promote the history of Civil Air Patrol.

As we have stated earlier, Civil Air Patrol has founded the Civil Air Patrol Historical Foundation (CAPHF) to accomplish many of the objectives you have stated for your project. Civil Air Patrol is committed to supporting the CAPHF and its executive director, Drew Steketee. As we've already advised you, Civil Air Patrol believes the name "WWII Civil Air Patrol Preservation Project", even with an asterisked disclaimer, can easily be perceived by the public as representing Civil Air Patrol, and we expressly deny permission to use our statutorily protected name in this way.

You noted in your letter that the project began as a small personal project of Ray Lyon's to restore a Stinson 10-A that flew from Base # 18 (Falmouth, MA) in the Coastal Patrol, fly it to air events to attract recruits to the CAP cadet program, and eventually place the plane on permanent display in a museum. Civil Air Patrol and CAPHF are pleased to assist in this effort by providing technical advice for authentic restoration and paint masks in exchange for a donation to CAPHF.

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You state that your program, beyond restoring the Stinson, "then took on a life of its own." With all due respect, your program to preserve and promote the history of the Civil Air Patrol and to raise funds to do this, is not a Civil Air Patrol program. It has not been approved by the Civil Air Patrol National Board or Board of Governors. Neither you, nor the Collins Foundation has been commissioned by Civil Air Patrol to take on this project. You have not approached Civil Air Patrol to publish a book of CAP's history on behalf of CAP. You have not been authorized by CAP to raise funds from corporations and major donors, or anyone else, on behalf of CAP.

You complain repeatedly in your letter that "it just doesn't work to have a full-time person [you] dependent upon a part-time volunteer [CAP members or Drew Steketee] when I need to make a timely response or go forward with my work."

The reality is that CAP is an organization of volunteers who give generously of their time and effort, but for the most part, on their own schedule. Your timeline for your project is not CAP's timeline. Your schedule is not CAP's schedule. Your deadlines are not CAP's deadlines. There is no reason for CAP "to trust [you] to know how to do [your] job."

You are under the mistaken belief that CAP is a government agency. To the contrary, CAP is a private, nonprofit corporation created by an act of Congress. As stated at section 9441 of title 10 of the United States Code, with one exception not here relevant, "the Civil Air Patrol is not an instrumentality of the Federal Government for any purpose."

The CAPHF has advised you of the terms and conditions under which it would make available its collection. CAP has not asked you to make commitments to publishers or to a documentary film producer. Whether income from your project goes to you or to CAP2P, the point is that it is not coming to CAP. In that sense, it is "commercial". It is some organization other than CAP financially benefiting from the use of CAP's name and photograph collection.

I have a great deal of respect for the Collings Foundation and the work it does in the field of aircraft preservation. However, the Collings Foundation is not the Civil Air Patrol and is not responsible for preserving the Civil Air Patrol's proud history.

Please understand that this is business and not personal. Like you, we have responsibilities to our organization, CAP, as I hope you understand.

To reiterate what I've already told you, CAP and CAPHF stand ready to assist in efforts to accurately restore historic aircraft, to review materials for historic accuracy, and to furnish materials that are made available to the public by the CAPHF under terms developed by its executive director. These are the same services we offer to any other member of the public - nothing more, nothing less.

Please let me know if I can assist you in providing these services.

Sincerely,
Stanley H. Leibowitz
General Counsel

EXHIBIT B: Same Photo; Different Credits



CAP2P found the above picture in the following five places:

- On an un-numbered page in a photographic section of *The Flying Minute Men* (published 1948) without credit or attribution adjacent to the picture. However, in the front pages of *The Flying Minute Men*, there is this notice: "PICTURE CREDITS. All photographs are Official United States Air Force photos except ." and then a list of pages. However, the copy of *The Flying Minute Men* CAP2P has positions all photographs in a photographic section in the middle of the book. with un-numbered pages, so it's difficult to know how to use these credits.

According to Col. Len Blascovich, CAP National Historian, he earned a Distinguished Service Medal some time ago from his work to discover that *The Flying Minute Men* is in the public domain. Copies of *The Flying Minute Men*, recently made available on CD, however, say the CAP holds the copyright on the book?

- At this URL, which is a section of the CAP's own website Media Center. The CAP asks credit to the CAP. <http://www.cap.gov/mediacenter/photoalbum/history.html>
- On a CD of four or five photos provided to CAP2P by Drew Steketee of the CAP Historical Foundation with a request for photo credit to CAPHF. Presumably among photographs CAPHF would charge others to use.
- On a CD provided CAP2P by Len Blascovich who got the collection of photos from the Maine Wing or maybe the old Coastal Patrol base at Bar Harbor-Trenton, still in operation as an airport with a CAP squadron.
- On a video/DVD called "Subchasers of WWII" which was written, directed and produced by Drew Steketee for the 1995 convention of the AOPA. The video is copyrighted by Drew Steketee and the AOPA. The photograph has no credit or attribution of any kind. At the time he produced this film for AOPA, Mr. Steketee was an employee of AOPA. I would like to know how he obtained some of the materials he used in his production and if he was charged.

Question: How do photos that have been used by others who asked, suddenly become closely held items with charges for their use?

AGENDA ITEM 9

SE

Action

**SUBJECT: Safety Policy
SD Wg/CC – Col Marking**

INFORMATION BACKGROUND:

Language in our current safety regulation states that ALL personnel not present at the required monthly safety meeting must read and initial safety summaries kept at the unit level. In an organization staffed by volunteers, this is a totally unrealistic standard. Most wings make a good-faith effort to reach as many of their members as possible with the message that safety is paramount. However, many on our membership rolls are inactive or carry only sponsor or aerospace member status. Some may be TDY for extended periods, in hospitals, living with their other parent in another state for the summer, or any number of other life situations. Inspection teams persist in writing up units for not having a system to ensure that ALL members attend safety meetings or sign the "read file", even though the effort to achieve this standard would be prohibitive in terms of time and money. As an organization based on the volunteer ethic, we do not enjoy the luxury of a homogenous, captive, and coercible workforce.

PROPOSED NATIONAL BOARD ACTION:

That the National Board vote to direct the revision of CAP Regulation 62-1, *CAP Safety Responsibilities and Procedures*, to allow rational flexibility in the implementation of the CAP Safety Program in a volunteer workforce. This will provide immediate relief to those struggling to do the right thing in the area of safety.

ESTIMATED FUNDING IMPACT:

CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Many of the top-performing wings identified during Compliance Inspections have met this requirement through automatic read-receipt e-mails. This technique has been described in CI reports and can be shared as a "Best Practice".

CAP-USAF HEADQUARTERS' COMMENTS:

In general, CAP-USAF supports revision of CAPR 62-1. However, we caution that the CAP Safety Program must not be weakened too far in an attempt to accommodate a relatively small number of inactive members. We recognize the difficulty and challenges associated with the 100% compliance dictated in the current CAPR 62-1, but all must remember there is valid reason behind the intent of the regulations. Safety, and aviation safety in particular, requires a level of professionalism and accountability that cannot be reduced below a certain level. CAP has made great advances in reducing mishaps over the past several years, in large measure due to an increased emphasis on safety. We support all efforts to continue this positive trend.

COMMITTEE RECOMMENDATION:

The Operations Committee concurs with the proposed approach. The process for this could be an electronic or other means of read and response to the safety officer from the members who missed the safety briefing. This notification should be maintained along with the safety briefing per CAPR 62-1 paragraph 2b (1).

REGULATIONS AND FORMS AFFECTED:

CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

NATIONAL BOARD ACTION:

COL MARKING/SD MOVED and COL DAVIES/NAT CAP seconded the PROPOSED NATIONAL BOARD ACTION

There was a lengthy discussion on safety and other possible needed changes to CAPR 62-1. There was discussion on whether the requirement to attend monthly safety meetings or sign-off on safety information should apply to all members, active members, active flying members, or only pilots.

There was a question with reference to a portion of the National Headquarters' Comments—"This technique has been described in CI reports and can be shared as a 'Best Practice'"—stated as not being included in CAPR 62-1. There was agreement that a National Commander's Policy Letter would clarify (as previously approved verbally) that electronic means or by any manner to indicate receipt of safety materials would be acceptable.

FOLLOW-ON ACTION: Preparation and dispatch of National Commander's Policy Letter.

COL SHARKEY/SER MOVED and COL TODD/SWR seconded that the National Board table until later in the meeting.

MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES

COL KAUFFMAN/CS MOVED and COL TODD/SWR seconded that Agenda Item 8 be taken from the table.

MOTION TO TAKE FROM THE TABLE CARRIED WITH NO DISSENTING VOTES

COL BONNER, NATIONAL SAFETY OFFICER was allowed to speak and recommended that this issue be considered by the Safety Sub-Committee along with other pending changes to CAPR 62-1.

COL MOSELEY/VA MOVED and COL GREENHUT/NER seconded that the National Board table this item until CAPR 62-1 is rewritten and presented at the Nov 05 NEC meeting. In the interim, require people signing into a mission or getting a flight release to sign off on the latest safety briefing, which will ensure accountability by a signature that the member is about to become active.

MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: (1) Interim policy guidance to the field, (2) Safety Sub-Committee rewrite of CAPR 62-1, and (3) Inclusion in the Nov 05 NEC agenda.

AGENDA ITEM 10

IG

Action

**SUBJECT: Reducing Volunteer Workload
SD Wg/CC – Col Marking**

INFORMATION BACKGROUND:

Section 7 of the present Statement of Work with the USAF deals with the Inspection Program. It requires that the Civil Air Patrol (CAP) operate an inspector general program similar to that of the Air Force program. This appears to be an effort to bring a non-profit, volunteer organization under the Inspector General Act of 1978, which was only intended for executive agencies of the Federal Government. In any case, the CAP is clearly NOT similar to the USAF in the size of its component units, the composition of its workforce, the motivation of its workforce, the frequency of times when the workforce comes together, the size of its budget, the sources of its funding, the facilities available to perform its missions or secure its vehicles and equipment, the nature of our underlying mission, our historical roots, our legislative status or in any other substantive way.

Commanders at every level are charged with being good stewards of CAP resources. Our most precious resource is the time and energy of our fellow volunteers. Over time, the percentage of these very limited and fragile resources consumed by our inspection program has reached grossly disproportionate levels. Ours is a program that far exceeds even the oversight standards to which non-DoD agencies (with thousands of paid employees) are subjected. In addition, it has become a program so focused on regulatory compliance that it fails to address other equally vital components of overall program management. One might say that we've given priority to doing things right over doing the right things.

Wings are subjected to either a Staff Assistance visit or a Compliance Inspection approximately every other year. These exercises require Wings to respond to some 525 checklist items. Documentation of compliance with these points requires the preparation of volumes of material. A typical Wing staff is devoted to nothing else for several weeks prior to the SAV/CI and for several weeks afterward. However, in looking at 525 details, how easily is the overall picture obscured? Ironically, these processes do little to help Wing Commanders identify the roots of their problems or find workable solutions. Instead they are easily perceived as setting up our dedicated volunteers with hundreds of ways to fail. Inspection teams add to this very negative philosophy of leadership, being all too quick to impose punitive measures for minor discrepancies.

It is the nature of volunteer organizations that the bulk of administrative workload falls on an extraordinarily dedicated few. Events like finance audits, logistics audits, staff assistance visits, compliance inspections and operational evaluations perpetually consume the energies of these precious few volunteers; raising frustration, lowering morale and thus, actually detracting from mission proficiency.

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Immediate relief is needed to eliminate duplicative oversight processes, reduce the direct and indirect costs of the CAP Inspector General program, and subdue the coercive and punitive nature of existing methodology.

PROPOSED NATIONAL BOARD ACTION:

That the National Board vote to direct CAP's top leaders to negotiate a change to the Statement of Work such that CAP is required only to operate an inspector general program appropriate to a national-level, non-profit, all-volunteer, community service organization. The underlying model for our program should be something closer to that used by the American Red Cross or the Salvation Army.

ESTIMATED FUNDING IMPACT:

This change would open the door for CAP to design an IG program more appropriate in its focus, less demanding of limited resources, and more efficient in its execution. A radical reduction of the workload associated with regulatory compliance will improve morale, retention and recruiting. This is essential to getting total national membership back to acceptable levels.

CAP NATIONAL HEADQUARTERS' COMMENTS:

This is a complex and important issue. The amount of time between this agenda item's being brought to our attention and the National Board is not sufficient to acquire data from other organizations and to evaluate these programs within a CAP environment. NHQ requests additional time be allowed to research all aspects of this complex proposal in order to give this proposal the due consideration that it deserves.

CAP-USAF HEADQUARTERS' COMMENTS:

CAP-USAF supports efforts to improve the efficiency of the IG program. For example, CAP and CAP-USAF recently completed an end-to-end review of the entire Compliance Inspection (CI) program in January 2005. The resulting streamlined CI checklist is now being used for CAP Wing Inspections with very positive results. However, CAP-USAF cautions against lowering the standards of accountability embodied in the current IG program. In a time of increasing Federal budget austerity, we feel these standards are the minimum required for CAP to continue to receive the present level of Air Force funding. Comparisons to other national non-profit organizations may not be valid, as these organizations do not receive more than 90% of their financial support from Air Force appropriated funds.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

In addition to CAP Regulation 123-1, *The CAP IG Program*, and CAPR 123-3, *CAP Compliance Assessment Program*, the impact of a streamlined IG program would be felt in the following major program areas, though others may be affected as well:

CAP Regulation 50-17, *CAP SM Professional Development Program*

CAP Regulation 52-16, *Program Management*

CAP Regulation 60-1, *CAP Flight Management*

CAP Regulation 60-3, *CAP Emergency Services Training and Operational Missions*

CAP Regulation 62-1, *CAP Safety Responsibilities and Procedures*

CAP Regulation 67-1, *CAP Supply Regulation*

CAP Regulation 173-1, Financial Procedures and Accounting Report for Units Below Wing Level

CAP Regulation 173-2, Financial Procedures for CAP Regions and Wings

CAP Regulation 280-2, *CAP Aerospace Education Mission*

NATIONAL BOARD ACTION:

COL MARKING/SD withdrew this agenda item.

AGENDA ITEM 11

XP

Action

**SUBJECT: Committee Reports
CAP/CS – Col Kauffman**

Committees

1. Finance Committee

Col Angel

COL ANGEL/NFO briefed the meeting of the National Finance Committee, 17 August 2005, and copies of the minutes were distributed (Atch. 1).

COL ANGEL/NFO MOVED that the National Board vote to adopt the Finance Committee Meeting Minutes, 17 August 2005, as presented

MOTION CARRIED WITH NO DISSENTING VOTES

2. Development Committee

Col Robinson

In the absence of Col Robinson, Col Sheila Waldorf briefed this committee report and made one recommendation for action.

COL SCOTT/RMR MOVED and COL NELSON/CA seconded that the National Board vote to extend the phase out date for CAP cutout on BDUs from 30 Sep 05 to 1 Apr 06 to allow CAPMART ample time to procure these devices

MOTION CARRIED WITH NO DISSENTING VOTES

3. Operations Committee

Col Hartman

COL HARTMAN briefed and provided the Operations Committee Report and two items were discussed:

(a) Subject: Pilot Specialty Qualification Review.

No action was taken.

(b) CAPF 104 Proposal

COL GLASS/MER MOVED and COL NELSON/CA seconded that the National Board approve the proposed recommendation, which reads: "The attached CAPF 104 and (and CAPF 104WS) uses items from several forms in an attempt to have available a form that could be used for any mission/flight. It is suggested that this form be used whenever a CAP aircraft takes off. All portions of the form are

not required for all missions/flights, only those areas that apply to the specific activity.”

There was a lengthy discussion on the use of CAPF 104, CAPF 104WS, and the instructions for completing the forms.

COL TODD/SWR MOVED and COL DAVIES/NAT CAP seconded that the National Board vote to table this item and send back to committee.

MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES

4. Professional Development

Col Courter

In the absence of Col Amy Courter, Col Glasgow briefed this committee report and provided an update on the “Great Start Program.”

5. Information Technology Group

Col Opland

COL OPLAND/DE provided a written report of IT Group activities (Atch 2).

MAJ SHANE WILLIAMS briefed the Information Technology Officer Specialty Track Study Guide, (DRAFT 18 Aug 05), which was distributed.

COL OPLAND requested that, in support of the IT Specialty Track, each region commander provide the name of one wing within each region that would be willing to pilot the IT Specialty Track program to help in further development before implementing.

COL OPLAND briefed another item relating to CAP forms and the ability to communicate them via e-mail. He stated that at last count there were 93 forms—47 were previously approved by policy letter from Gen Wheless for e-mailing without a signature. Twenty-four forms were reviewed by CAP-USAF and CAP legal and finance personnel who determined that a physical piece of paper is required. The remaining 22 forms still require a signature for audit or finance purposes, but they don’t necessarily need to be a paper form. Col Opland recommended the following motion, which he stated has been coordinated with and approved by Mr. Leibowitz/GC and Ms. Easter/CFO.

COL OPLAND/DE MOVED and COL SHARKEY/SER seconded that the National Board approve the e-mail transmission of the scanned, signed forms listed below as an option instead of faxing or mailing. The affected forms are: 5, 10, 16, 31, 70, 78, 79, 80, 91, 95, 99, 106, 107, 108, 111, 114, 115, 132, 133, 173, 173-2c, 1351-2 (CAP Travel Voucher)

MOTION CARRIED BY MAJORITY VOTE

FOLLOW-ON ACTION: National Headquarters (1) Implementation of policy and notification to the field, (2) change to appropriate regulations.

6. Advanced Technology Group

Col Alexa

COL DREW ALEXA provided an update briefing on the activities of this committee.

7. Cadet Programs Sub Committee

Col Glasgow

COL GLASGOW briefed this committee report and made a recommendation for action with reference to the revision to the Cadet Physical Fitness Test Standards.

COL GLASGOW/NCR MOVED and COL DAVIES/NAT CAP seconded that the National Board concur and request that the National Commander issue a policy letter extending the 18 Feb 05 policy letter (Revision to the Cadet Physical Fitness Test Standards) with an effective date to read “when CAPR 52-16 and CAPP 52-18 are revised and published.”

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: National Commander Policy Letter (Atch 3) be signed and dispatched to the field.

8. Chaplain Services

Col Sharp

CH, COL SHARP provided a slide briefing updating the Chaplain Services activities during the last 6 months.

9. Medical Services

COL KAUFFMAN/CS advised that the Study Guide for Medical Officers has been completed and will go to the NEC for approval.

FOLLOW-ON ACTION. Inclusion in the Nov 05 NEC agenda.

AGENDA ITEM 12

Action

SUBJECT: Old Business

1. ITEM: CAP Membership Cards: Agenda Item 12, August 2003 NB; Agenda Item 12, November 2003 NEC; Agenda Item 12-4, May 2004 NEC; Agenda Item 10-1, August 2004 NB; Agenda Item 10-1 Nov 2004 NEC, Agenda Item 7-1, May 2005 NEC.

The design for a new CAP picture membership card was approved at the March 2005 National Board; however, formal Air Force approval had not been received at that time. The May 05 NEC discussed this subject and chose to delay the implementation plan for the new card until Air Force approval was received. Subsequently, the Air Force disapproved our proposed design. A copy of the formal disapproval from HQ USAF/XOS-H is attached for your review. Brigadier General Pineda has been working closely with the Air Force to determine what changes need to be made to ensure that the next design is approved. A sample of the design currently being discussed is attached.



National Board Action

COL WEBB/GLR briefed the background of the CAP picture ID card and made the following motion:

COL WEBB/GLR MOVED and COL WALLING/MD seconded that the National Board vote to table this issue and resume the working group between CAP and the Air Force to resolve these issues and come back to the board with a card that meets these standards.

MOTION TO TABLE FAILED BY MAJORITY VOTE

COL KAUFFMAN/CS MOVED and COL HYMAN/SC seconded that the National Board approve pursuing the optional (for purchase by senior members and cadets) picture ID card design currently being discussed with Air Force officials, as shown, and amended to include the hologram and the same information on the reverse as was included on the card disapproved by the Air Force (minus unit number; plus color of eyes, etc.).

MOTION CARRIED BY MAJORITY VOTE

FOLLOW-ON ACTION: Continue processing request for approval through Air Force channels.

AGENDA ITEM 13**Action****SUBJECT: New Business**

1. ITEM: Confirmation of CS, NLO, NFO, NC, and Chief of Chaplain Service

BRIG GEN PINEDA presented the following names to fill the positions requiring confirmation by the National Board:

Col Larry D. Kauffman	National Chief of Staff
Col Rock Palermo	National Legal Officer
Col Fredric K. Weiss	National Finance Officer
Col Rodney F. Moody	National Controller
Ch, Col Charles E. Sharp	Chief of Chaplain Services

THE NATIONAL BOARD VOTED TO APPROVE THE ABOVE SLATE OF OFFICERS BY ACCLAMATION.

FOLLOW-ON ACTION: National Headquarters staff action

BRIG GEN PINEDA also announced for information the following appointments:

Col Robert Diduch (former NJ/CC), Commander, Northeast Region
Col Steven W. Kuddes (former NE/CC), Commander, North Central Region
Col Richard Greenhut (former NER/CC), Homeland Security Group
Lt Col Robert J. McCabe, Commander, New Jersey Wing (NER)
Lt Col Carl R. Willert, Commander, Nebraska Wing (NCR)

2. ITEM: Proposed Change to the CAP Flight suit

COL WEBB/GLR stated that he understood the Development Committee had approved the wear of a leather jacket with the flight suit. He added that after talking with his region members who are interested in deleting the ultramarine CAP flight suit, he wished to bring forward a proposed motion.

There was discussion that the Development Committee is still working this issue and is not prepared to bring it forward at this time.

BRIG GEN PINEDA ruled that this item will be tabled until reported out of the Development Committee.

3. ITEM: National Level Cadet Programs Award

COL SHARKEY/SER proposed a new business item proposing a national level "Outstanding Cadet Programs" award.

COL SHARKEY/SER MOVED and COL GRANVILLE/NY seconded the PROPOSED NATIONAL BOARD ACTION, which reads: "That the National Board vote to approve the creation of a National level "Outstanding Cadet Programs" award. This award would use the same selection criteria that are used for the ES, CD, and AE awards, namely coordination between the CAP Region/CC and the CAP-USAFA Liaison Region Commander."

COL KAUFFMAN/CS reminded that the National Board had agreed not to take new business that has not gone through the appropriate committee unless it is a matter that requires emergency action due to time constraints. This item has not gone through committee or National Headquarters for comment.

MOTION FAILED BY MAJORITY VOTE

4. ITEM: Membership Dues Waived for Military Retirees

COL GREENHUT/NER MOVED and COL KAUFFMAN/CS seconded that the National Headquarters be tasked to coordinate outreach by the Air Force Transition Assistance Program to soon-to-be-retired or separated Air Force officers and NCOs with a goal of recruiting them into Civil Air Patrol. As an incentive, the National Board will authorize waiving the first year's dues for all such new members who join within 90 days of their separation from the Air Force. Only those attaining honorable discharge will be eligible for the program. Further, National Headquarters will design a brochure and enrollment form tailored to this group and, with the help of the Board of Governors, work to incorporate this into the normal USAFA outplacement procedures. This procedure would in no way circumvent the normal recruitment or screening process and gaining units will still have the right of refusal of all members recruited through the process. Additionally, these new members will be required to submit fingerprint cards, take Level 1 and cadet protection training like any other new member as well as submit their DD Form 214 to verify whatever military rank they held. These members would qualify for their military grade as currently authorized under CAPR 35-5. Also, National Headquarters will be tasked with implementation of this program and present an example of the proposed brochure at the 2006 Winter National Board meeting.

There was clarification that this Air Force program would be a pilot program for later implementation through the other military services.

There was also clarification that the national, region, and wing dues would be waived but not the initial member packet charge.

There was discussion that past programs that waived dues were not successful because the members were not committed to the program and quit as soon as dues were required.

MOTION CARRIED

FOLLOW-ON ACTION. National Headquarters implementation of this program, development of a brochure, and inclusion in the 2006 Winter National Board agenda.

5. ITEM: Change CAPR 5-4 to Track Supplements to Regulations at NHQ

COL MILLER/MN stated that as a follow-up to his motion on CAPR 173-2 to add a time limit at National Headquarters, he will propose that instead of amending each regulation, that CAPR 5-4 be amended.

COL MILLER/MN MOVED and COL OPLAND/DE seconded that within 60 days of receipt of a proposed supplement to a publication, National Headquarters staff will review it and will take one of the following actions: (1) approve the supplement, (2) provide detailed feedback to the submitting unit as to why it cannot be approved, or (3) provide the reasons for delay and a specific date within 120 days of receipt of the proposed supplement by which the preceding will be accomplished.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: National Headquarters implementation of policy and change to CAPR 5-4.

AGENDA ITEM 14

Information

**SUBJECT: Wing Administrator Program
HQ CAP/XPB – Mr. Don Reckart**

INFORMATION BACKGROUND:

MR. RECKART/XPB presented a slide briefing. (Atch 4).

AGENDA ITEM 15

Information

**SUBJECT: Back to School Cadet Recruiting Campaign
HQ CAP Membership Services – Ms. Susie Parker**

INFORMATION BACKGROUND:

MS. PARKER briefed the information included in the member's packets (Atch 5): (1) the spring recruiting campaign, (2) the back to school recruiting campaign, and (3) a report for each wing which shows all the squadrons and how many people each has recruited during the last year. Each region commander has all the wings/units in his/her region.

AGENDA ITEM 16

Information

**SUBJECT: CAP Historical Foundation Update
Mr. Drew Steketee**

INFORMATION BACKGROUND:

MR. DREW STEKETEE, CAP Historical Foundation Executive Director, provided an update briefing on the accomplishments of the Historical Foundation, 2003 – 2005, specifically the preservation and promotion of Civil Air Patrol's historical assets. A copy of the initial phase of the photo archives project was presented to Brig Gen Pineda. Mr. Steketee also presented a slide briefing and unveiled the CAP Virtual Museum located at www.caphistory.org. In addition, he recognized from the audience and expressed appreciation to the Deputy Director of the foundation, Lt Col. Jack Faas.

ADMINISTRATIVE AND ANNOUNCEMENTS

1. Brig Gen Pineda welcomed the following named new members to the National Board and presented National Board badges to them:

Col Maurice Givens, Illinois Wing (GLR)
Col Steven Kuddes, Nebraska Wing (NCR)
Col B. T. Marking, South Dakota Wing (NCR)
Col Joe Smith, Oklahoma Wing (SWR)
Col Russell Chazell, Utah Wing (RMR)
Col Theodore Kyle, Oregon Wing (PCR)
Col Ernestus Schnabler, Washington Wing (PCR)

2. Brig Gen Pineda recognized the following named departing members of the National Board:

Col Richard Greenhut, Commander, Northeast Region
Col Lynda C. Robinson, Commander, Rocky Mountain Region
Col Frederick Belden, Commander, Massachusetts Wing (NER)
Col Anthony Vessella, Jr., Commander, Rhode Island Wing (NER)
Col Rodney Moody, Commander, West Virginia Wing (MER)
Col Joe Casler, Commander, Missouri Wing (NCR)
Col Robert Brouillette, Commander, Alaska Wing (PCR)
Col George Vogt, USAF, Senior Air Force Advisor

3. Brig Gen Pineda announced that the deliberations of the National Board, the Awards Ceremony on Saturday morning, and the banquet on Saturday evening were being televised over the World Wide Web.

4. Col Karton, Parliamentarian, reviewed and briefed "Effective Meeting Procedures."

5. Brig Gen Pineda and Brig Gen Anderson presented Spaatz Certificate Number 1569 to Cadet Lt Col Ian Glorier.

6. Col Angel/NFO expressed his appreciation for the opportunity to serve as National Finance Officer through three commanding officers. He stated that, with the support of the national staff and the corporate leadership, the face of finance in CAP has been changed. For the first time, the volunteer leadership is involved in the financial management decisions, the Financial Management Board, and the POM process. He thanked the National Board members for their cooperation in all financial matters.

7. All National Board members signed an acknowledgement of having read the CAP Ethics Policy.

8. During the banquet on Saturday evening, 19 August 2005, there was a Promotion Ceremony where the newly elected National Vice Commander, Col Rex E. Glasgow, was promoted to the grade of Brig Gen and the newly elected National Commander,

August 2005 National Board Minutes

Brig Gen Antonio J. Pineda was promoted to the grade of Maj Gen. Also, Lt Gen John F. Regni, Commander, Air University, and member of CAP Board of Governors presided at an assumption of command ceremony where Maj Gen Antonio J. Pineda assumed command of Civil Air Patrol.

THE NATIONAL BOARD WAS IN CLOSED EXECUTIVE SESSION, 0905 – 0945, THURSDAY, 18 AUGUST 2005 (NOTE: THIS SESSION WAS NOT RECORDED)

THE NATIONAL BOARD RECESSED AT 1525, FRIDAY, 19 AUGUST 2005

FOLLOWING THE BANQUET, THE NATIONAL BOARD ADJOURNED AT 2140, SATURDAY, 19 AUGUST 2005

Finance Committee Meeting
17 August 2005
St. Louis, Missouri

A meeting of the Civil Air Patrol Finance Committee was held Wednesday, 17 August 2005 in St. Louis, Missouri. The meeting was called to order at 4:04 p.m. by Col Don Angel, committee chair.

Col Boyd, National Controller, called the role. Members present were:

Col Don Angel – Chair
Col Bill Webb
Col George Boyd
Col Merle Starr
Col Tom Todd
Ms. Susan Easter - Advisor
Mr. Don Rowland - Advisor

Others Present:

Brig Gen Tony Pineda, CAP/CC
Col Charles Glass, MER/CC
Col Matthew Sharkey, SER/CC
Col Russ Hodgkins, CAP-USAF
Mr. Kevin Root, CAP-USAF
Mr. Stan Leibowitz, GC
Ms. Robin Vest, WFA
Ms. Michelle Yost, IT

Col Larry Kauffman, CAP/CS
Col Rick Moseley, VA Wing CC
Col Bill Charles, CAP/IG
Col Fred Weiss
Ms. Maribeth Tyler, Grants Officer
Ms. Debi Lowtharp, WFA
Ms. Michelle Haffner, WI Wing FM
Mr. John Salvador, DO

Budget Review: Corporate and appropriated budgets were distributed and reviewed by the committee. Col Angel noted several small items in the Corporate and Appropriated budgets which were resolved. Both budgets are in line for this time of year.

Col Angel discussed the flying budgets with the committee. He asked that the committee notify the wings and regions to use what they have in their budgets or move what they do not intend to use. The extra funds can be used for other equipment items at year-end in the fallout funding.

End of Year Spending Plan:

USAF has allocated approximately \$7 million in three-year funding from '04 and '05 for the 3080 spending plan for radios. Col Angel reported that it is on track.

Investments: Col Angel announced that we have changed the Broker/Dealer that holds our investments, but not our Representative. Investments are improving, as expected.

CAPMart Update: Mr. Rowland explained that the committee has been reviewing and evaluating CAPMart for two years. The ultimate goal remains to be reduced liability to the corporation and maintaining or increasing the service to our members. Although

there is no update at this time, it is noted that we are moving forward with options previously discussed.

Ethics Policy: Policy was approved by National Commander at the last NEC meeting and will be mailed to the membership with a letter from B/Gen Pineda

CAPR 173-2: New Finance Regulation

The committee amended and voted to submit the regulation to the National Board for approval. This regulation has gone through comment and has been coordinated through CAP-USAFA.

The following changes were suggested:

Paragraph 23 – Level 2 violations. Col Webb is concerned that wing commanders are not involved in the decision to restrict the wing. Col Angel pointed out that until the wing has reached the description of a Level 2 violation, the commander would have received notification of problems in the wing. The wing commander has the decision at that point to act on those violations or ignore them. B/Gen Pineda suggested adding the region commander to the signatories on the letter notifying of the restriction. There was further discussion to change wording to read: ... letter signed by the National Finance Officer and the Chief Finance Officer, with concurrence of the affected region commander... It was further added by Col Hodgkins that we need to change the next sentence to delete the region commander from the list of individuals copied on the letter

Paragraph 10 – Credit card accounts. Col Webb discussed that the credit cards will be issued in the name of the individual because the account is guaranteed by that individual. He suggested changing the wording to read: ... credit card accounts will be issued in the name of the wing.

Move to accept changes to paragraphs 23 and 10 as read above: Webb/Todd: Passed

Accountability Matrix Update: Col Angel noted that wings could go from good to bad quickly and with few changes. Ms. Easter noted that E-accounting is easing the burden for Finance Officers as well as Wing Financial Analysts. Overall, the wings are getting better with the push for accountability.

Online 108 Process: Col Angel noted that the online O-flights are making it easier for all involved to report and request reimbursements for flying missions. He proposed we push for the online process for all flying missions. Col Matt Sharkey stated that he and Michelle were slated to discuss the 108 process at the National Conference. Col Sharkey stated that he would have more answers after he and Michelle could work out the details.

The Finance Committee declared a resolution to give high priority to this important project. Motion to accept resolution: Starr/Todd: Passed

IG Investigations – Col Charles

Col Charles discussed the potential problem with a squadron in a western wing which conducts bingo. He asked that the information remain confidential as it is currently under investigation. We discovered this problem because we have recently initiated squadron-level visits in an effort to make all units accountable. He has a team going out in September to investigate. There will be an update at the next NEC meeting or Winter National Board.

Chaplain Program: Don Rowland

Mr. Rowland noted that we have moved the program management from a paid employee position to a volunteer-led position. The Chief of Chaplains still has a paid staff at National Headquarters. The staffing at National Headquarters has changed the administrative position from one employee to a function of membership services. This adds more administrative resources to the Chief of Chaplains. Mr. Rowland asked for a slight increase overall to the FY '06 budget for the Chaplains services. Col Angel asked Mr. Rowland if he could supply some numbers by the end of the meeting.

CAP Historical Foundation – Stan Leibowitz

Mr. Leibowitz explained that when the Historical Foundation was first developed, CAP gave the Foundation \$5,000 in seed money and the program has self-sustained since then. Currently, the Foundation has 65 containers of CAP memorabilia in a climate-controlled storage facility. The current cost is \$30 per month to maintain that facility. The facility has been sold to new owners and the cost is increasing to \$100 per month. The Foundation is asking for help in covering the cost of the storage of these CAP items. Col Moseley suggested he may be able to find free storage for the Foundation in that area.

The committee moved to fund the \$800 annual difference in storage costs to the Foundation subject to the report from Col Moseley regarding the free storage he may be able to obtain.

Todd/Starr, Passed

CAP Foundation:

Col Angel asked for a report. Although there is no report at this time, we are still moving forward on the Foundation. We await input from the BOG as to who and how in order to proceed.

H S I program:

Col Angel stated that the old Hull Self Insurance program has been changed to the Hull Repair Program. The NEC had appointed a special working group, headed by Col Linda Robinson, to discuss the rates to charge each wing. Col Sharkey stated that he was working on the committee and would get an update from Col Robinson on the status of the program before the National Board.

Col Angel pointed out two questions:

1. Which wing is liable for deductibles when an aircraft is being used in another wing?
2. What does USAF state as to percentage flying in A, B & C missions in reference to insurance?

Col Sharkey will confer with Col Robinson and will report.

Col Moseley, VA Wing, Unit Consolidation Project:

Virginia Wing gave a presentation on their problems with their squadron's accounting. VA Wing asked permission to volunteer to move the accounting function from the units to the wing and gave a presentation as to how they want to accomplish the move. An implementation date of 1 October 2005 was requested for the wing.

The Committee recommends the National Commander address and approve Virginia Wing's request for the one-year trial period of moving unit finance to the Wing.

Boyd/Starr, Passed

Chaplain Budget Amendment Per Col Angel's request, Mr. Rowland asked that the committee address the increase in the 2006 corporate budget for the Chaplain Program.

An increase from \$14,000 to \$28,000 for the Chaplain Region Staff Colleges
Add \$1,200 to cover the cost of the National Chaplain telephone.

Todd/Starr, Passed

Motion to adjourn the meeting: Starr/Todd, Passed

Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Col Don Angel, CAP/NFO

Attachments:

Letter from CAP Historical Foundation

Virginia presentation for Unit finance request



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

16 August 2005

MEMORANDUM FOR NATIONAL BOARD

FROM: CHAIR, IT GROUP

SUBJECT: Report of IT Group activities

1. The IT Group (ITG) has several sub-groups working key issues, which are: (a) MIMS – led by Lt Col Bill Hughes, NYWG; (b) IT Specialty Track – led by Maj Shane Williams, COWG; (c) User Interface issues – led by Col Bobby Picker, IDWG; and (d) IT Policies – led by Col Gil Day, AZWG. Sub-groups will continue to be created (and dissolved) as need dictates.
2. The ITG holds monthly conference calls on the fourth Sunday of every month at 2100 Eastern Time.
3. The following "Old Business" items were discussed at our last meeting. The current status, as reported by NHQ, is:
 - a. CAP Membership Cards
 - i. Create a credit card pay form for senior members by June 1: Form is complete; release delayed by NEC due to card design change.
 - ii. Update Membership system to allow cards purchased through Online Renewals and the client/server application by Oct 1: delayed due to card design change.
 - iii. Develop RFP for card production contractor, develop data transfer method with contractor by Oct 1: RFP developed, released, and cancelled due to card design change. Data transfer method can not be developed until contractor determined
 - b. Multi-Year Renewals
 - i. To update the Membership system to allow the member to renew for a one- to three-year period through the Online Renewals and the client/server application by Oct 1: in-house testing.
 - ii. Update flow integration in Accounting system and reporting to reflect unearned income for future year/s income collection: integration to accounting system is in-house testing, reports are in design phase.
4. The following "New Business" items were discussed at our last meeting. The current status, as reported by NHQ, is:
 - a. Wing Commander designation of certain pilot qualifications
 - i. Implement the appropriate business rules within MIMS for the wing commander or a designee to approve certain pilot qualifications by April 1: complete.

- b. Automate the 108 Process
 - i. Move the 108 process to a top priority in the IT projects listing: the project has been moved to a top project. No IT action taken at this time. Awaiting functional requirements.
- 5. Col Matt Sharkey, SER/CC, has graciously agreed to lead a working group on automating the CAPF 108 process.
- 6. Other major projects completed since the March 2005 National Board meeting include: specialty track recording and approvals online; data transfer functions for ES and pilot data between "Paperless Wing"/"WMU" and MIMS; CATS Real Property module; area for members to test new applications.
- 7. Major upgrades have been completed on the following applications: cadet special activities; vehicle mileage reporting; several MIMS applications; currency; online Form 8.
- 8. The following new functions are nearing completion: duty performance promotions; WSA upgrade; online member transfers; organization change upgrade; area for members to train on new applications.
- 9. The FY05 laptop buy should be completed by 9 Sep. Please provide your shipping address information to NHQ as requested via e-mail in order to avoid double shipping charges.
- 10. Your continued support of our IT initiatives is greatly appreciated, but your suggestions and feedback are even more warmly welcomed and solicited. Please contact the Chair, ITG, via e-mail russopland@gmail.com or cell 302-530-7291.

Very respectfully submitted,

_____ original signed _____

RUSSELL M. OPLAND, Colonel, CAP
Chair, IT Group



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 SOUTH HANSELL STREET
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

19 August 2005

MEMORANDUM FOR ALL UNIT COMMANDERS

SUBJECT: Policy Letter – Revision to the Cadet Physical Fitness Test Standards

Effective immediately, the previous CPFT Policy Letter, dated 18 February, is extended until replaced by CAPR 52-16, *Cadet Program Management*, and the related pamphlet, CAPP 52-18, *Cadet Physical Fitness Program*.

ANTONIO J. PINEDA
Brigadier General, CAP
National Commander

2005 Summer National Board

Wing Administrator Update

Don Reckart, SPHR
Human Resources Manager

Program Status

- SecAF approved funding
- WG/CCs approved Position Description
- WG/CCs assessed need for FT vs PT
- First 26 positions announced
- Announce remaining 26 in September

Hiring Process

- HR announces jobs
 - CAP website
 - Local State Employment Service
 - Veterans' Representatives
- Candidates must apply on-line at website
- HR collects apps & reviews qualifications

Hiring Process (cont'd)

- HR forwards qualified candidates' apps to appropriate WG/CC
- WG/CC interviews candidates
- WG/CC selects best qualified candidate
 - Notifies Corp HR
 - Advises HR of desired start date

Corporate HR Support

- Contacts selected candidate
- Extends verbal conditional offer
- Prepares and mails formal written offer
- Initiates background check
- Arranges drug screen
- Notifies WG/CC of process completion

Challenges

- CAP pay & benefit programs funded with O&M money not MILPay or CIVPay money
- O&M funds indexed at much lower inflation factor through out-years
- Not funded for 100% full time
- Must use part time now to meet future funding

Employment Issues

- Workspace identified
- Phone/computer available & compatible
- Team members can't supervise relatives
- Administrator must perform only duties identified in Position Description
- Remain sensitive to pay/benefit differences with other wing employees

Initial Placement

- | | | |
|--|--|--|
| ■ Northeast
New York
New Jersey
Pennsylvania | ■ Middle East
Delaware
Nat Cap
West Virginia | ■ Southeast
Florida
Georgia
Puerto Rico |
| ■ Great Lakes
Illinois
Indiana
Michigan | ■ North Central
Iowa
Kansas
Missouri | ■ Pacific
Hawaii
Nevada
Oregon
Washington |
| ■ Southwest
Arizona
Louisiana
New Mexico | ■ Rocky Mountain
Idaho
Montana
Utah
Wyoming | |

Fall Placement

- | | | |
|---|---|--|
| ■ Northeast
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont | ■ Southeast
Alabama
Mississippi
Tennessee | ■ Middle East
Maryland
North Carolina
South Carolina
Virginia |
| ■ Great Lakes
Kentucky
Ohio
Wisconsin | ■ Rocky Mountain
Colorado | ■ North Central
Minnesota
Nebraska
North Dakota
South Dakota |
| ■ Southwest
Arizona
Arkansas
Oklahoma | ■ Pacific
Alaska
California | |



Agenda Item 14



Recruiting Campaign Report

Ms. Susie Parker



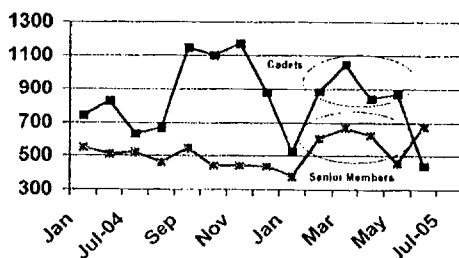
2005 Members for Missions

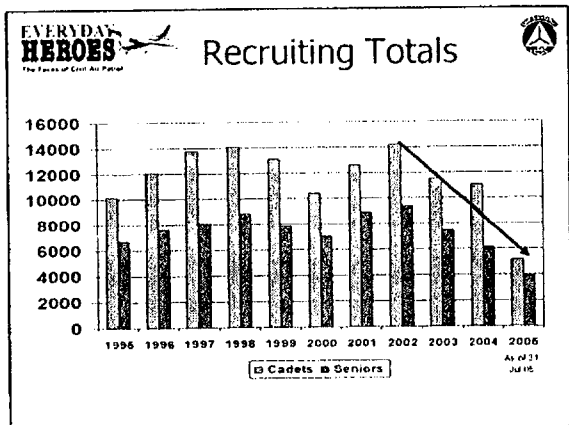


- Campaign ran 1 April – 30 June
 - 3,913 new members joined during this period
 - 1,680 were recruited by a member
 - 1,282 members recruited at least one
- Prizes for top 10 cadet and senior recruiters
- Prizes for top squadron in each Region with highest overall growth



New Members








EVERYDAY HEROES
The Faces of Civil Air Patrol

Recruiting

- Fall is traditionally heavy recruiting period for cadets
 - Start fresh for new school year
 - Back to School/Club nights
- Focus on sharing member experiences with others to recruit
- New Recruiting Officers web page
 - Tips
 - Brochures/posters
 - Info briefing

EVERYDAY HEROES
The Faces of Civil Air Patrol

Back to School Campaign

- Campaign will run 1 Sep thru 30 Nov
- Targets Cadets and Teachers
- Prizes for top 10 cadet recruiters
 - Laptop computer 
 - XM Radio system 
 - PSP Game System 

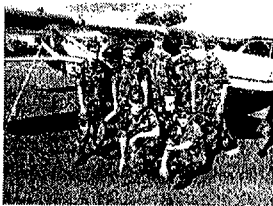


Back to School Campaign



- Prizes also for top 3 Aerospace Education Member recruiters
 - Trip for two to NCASE 2006
 - Two free registration and banquet tickets
 - One free registration and banquet ticket
- Any cadet who recruits a teacher as an AEM has name entered in special drawing
 - One entry per AEM recruited
 - Digital camera





**Our Members are
our best
recruiting tool!**
